

S-E-C-R-E-T

MEMORANDUM FOR: Acting Chief, Intelligence School

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8 January 1957

SUBJECT: Weekly Activities Reports #1 and #2
27 December 1956 through 8 January 1957

I. Progress on Training Aids

- A. Intelligence School, Office of the Chief
 - 1. Compiling a Visual Aids Brochure
- B. Intelligence B.1
 - 1. Spanish Organizational Chart
- C. Intelligence B.3
 - 1. Three charts and subjects being reproduced
 - 2. One geographic chart with illustrations
- D. Map Reading Course
 - 1. Twenty-seven maps to be drymounted on hardback
 - 2. Fifteen pieces of Upson board and illustration board to be prepared in specified sizes for illustrative use in the classroom
 - 3. Eighteen signs for classroom use
- E. Language and Area Training
 - 1. Layout and compiling Polish Newspaper Reader in progress
 - 2. Eight maps to be mounted on muslin
 - 3. Japanese Ideographs, Volume 2, to be vari-typed for Language Training Reference Manual
- F. Operations O.8
 - 1. Organization of CIA
- G. Plans and Policy Staff/OTR
 - 1. Hand lettering for cover of a new editorial booklet
- H. Visual Aids Staff/OTR
 - 1. 200 maps to be filed

II. Training Aids Completed

- A. Intelligence B.1
 - 1. Lettered and air-brushed four plaques
 - 2. Organization chart in Spanish
- B. Intelligence B.3
 - 1. One name plate
 - 2. Organization chart repaired

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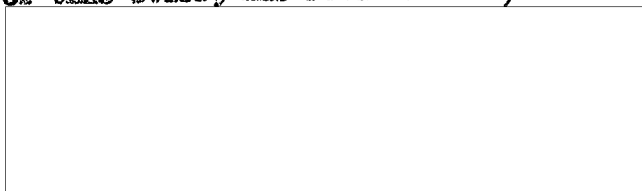
- C. Intelligence I.7
 - 1. Developed film
- D. Operations/Overseas Branch
 - 1. Fourteen charts drafted
- E. OSI/NEO
 - 1. One large chart drymounted on hardback
- F. Language and Area Training
 - 1. Nine maps issued

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III. Items of Administrative Interest

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[redacted] of this staff, has returned from/
holiday leave.



Chief, Visual Aids Staff

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